



ONLINE REGISTRATION FORM

Please print and fill out completely. Date of birth is required for all youth and adults listed. It is important to include your e-mail address on this form. Completing this form will enable your household to register online for ONE year.

Head of Household:		Last Name	First Name	SPOUSE:		Last Name	First Name
Date of Birth (DOB)		Gender (M/F)		Date of Birth (DOB)		Gender (M/F)	
Street Address				City	State	Zip	
Home Phone	Work Phone	Cell Phone		E-mail			
Additional Household Member		DOB	M/F	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Office Use Only</p> <p>R ____ NR ____ NRW ____</p> <p>Date ____ Processed ____</p> <p>Assigned ____ Linked ____</p> <p>Updated by: ____</p> </div>			
Additional Household Member		DOB	M/F				
Additional Household Member		DOB	M/F				
Additional Household Member		DOB	M/F				

****This form must be submitted in person to the Department of Parks & Recreation with proof of residency in order to receive the resident rate. Any form submitted without proof of residency will be charged the Non-resident rate and no refunds will be issued.***

*****All members of the Household over 18 years of age must sign the form to be enrolled.***

For and in consideration of the opportunity to participate in the above described Gahanna Parks & Recreation Program, I, for myself, my heirs, executors, and administrators, acquit, discharge and covenant to hold harmless the City of Gahanna, its successors, its officers, employees, servants, and agents of and from any and all actions, claims, causes of actions, claims demands, damages, costs, loss of services, expenses and compensations, on or account of or in any way growing out of any and all personal injury or property damage which may result to me as a result of participation in the aforementioned activity.

I/We have read and agree to the registration and related department policies, including the right to use my or my child's photograph or image with or without my child's name, both single and in conjunction with other persons or objects for any and all purposes, including, but not limited to, private or public presentations, advertising, publicity and promotions relating thereto.

Date	Signature- Head of Household	Printed Name
Date	Signature- Spouse	Printed Name
Date	Signature- Additional Household Member	Printed Name



NEW!

On-line program registration will be available for Summer 2008 classes!

For the convenience of Gahanna residents, the Gahanna Department of Parks & Recreation is pleased to offer online registration for its classes and programs starting April 1, 2008. Online registration streamlines the process of registering for classes and programs by providing you the opportunity to register from home.

HOUSEHOLD REGISTRATION IS REQUIRED!

In order to register online, customers must first complete an **“Online Registration Form”**. Simply submit this form in person at the department, located at Gahanna City Hall, 200 South Hamilton Rd., and you will be able to register for classes online for one full year. Proof of residency must be provided if resident discounts are to apply.

Once your online account has been activated, you will be able to view class information, process registration enrollments, make secure credit card payments, and view class enrollment counts from your home or office 24 hours a day! **Fast, easy, and secure!**

Frequently asked questions are outlined below. If you have additional questions about online registration, please call the department at (614) 342-4250.

Q. How do I register online?

A. If you have Internet access you can register online. The first step is to complete an Online Registration Form which can be obtained at <http://www.gahanna.gov/departments/parks/> or in person at City Hall, 200 South Hamilton Road. Submit this form in person at the Department of Parks & Recreation. Proof of residency will be required to receive resident rates. Completion of this process will allow online registration for a one-year period.

Q. I do not have a computer at home and/or do not have access to the Internet. Can I still register online?

A. Yes, you can register online by utilizing the computers at the Gahanna Public Library, 310 Granville Street, but you still must submit an Online Registration Form at the Department of Parks & Recreation first. The Library has computers available to the public at no charge on a first-come, first-serve basis.

Q. How will I get confirmation that my Online Registration Form has been processed and I can now sign in to register for classes?

A. Your Online Registration Form will be processed within 24 hours of submitting the form at the Parks & Recreation office, 200 South Hamilton Road. When you submit your form you will receive a packet of information that will include your user name and password to log in to WebTrac.

Q. What forms of payment are accepted for online registration?

A. Visa and MasterCard will be accepted for online registrations. You may also pay with a credit card if registering by phone, by mail, by fax or in person. To pay with cash, you must register in person at Gahanna Department of Parks & Recreation, 200 S. Hamilton Rd. If you wish to pay with check or gift certificate you may register in person or by mail. If faxing your registration form to (614) 342-4351 you must pay with credit card.

“GO, GAHANNA EMAIL BLASTS”

The Department of Parks & Recreation will begin issuing E-mail Blasts to those who wish to sign-up. Those persons who apply to register online will automatically be added to the list of recipients. Those who do not choose to register on-line, or who wish to get updated event and park information can simply fill out a registration form and mail it to 200 South Hamilton Road. We will add your name to the list and keep you informed on a monthly basis.